

# Good Shepherd Parish

St. Stephen Church  
Church of St. Henry  
Church of Our Lady of Good Counsel

1025 Napoleon Avenue  
803 General Pershing Street  
1307 Louisiana Avenue

Academy of Sacred Heart Chapel  
(Laura Brignac 504-269-1206)

## Sacrament of Matrimony Policies and Preparation Guidelines



### PARISH OFFICE

Ivy Rohr, Wedding Coordinator

1025 Napoleon Avenue, New Orleans, LA 70115

Phone (504) 899-1378 Direct (504) 227-3792 FAX (504) 899-0480

[ststephenpar@archdiocese-no.org](mailto:ststephenpar@archdiocese-no.org)

Jesus performed his first public miracle at the wedding feast in Cana.

According to Venerable Fulton Sheen, this was no accident. The Archbishop observes, “...***There’s a beautiful mystery hidden somewhere in the marriage feast of Cana. . . . a human marriage is like the union of Our Lord and the Church. When, therefore, the bride and groom stand at the altar and we read to them the marriage ceremony, we are informing them: ‘You, the bridegroom, stand for Christ. And you, the bride, stand for the Church.’ That is the mysterious grace that is conferred upon you. How beautiful marriage becomes!***”

# Good Shepherd Parish

## Guide for Matrimony Preparation

*St. Stephen Church  
Church of St. Henry*

*Church of Our Lady of  
Good Counsel*

*Academy of Sacred Heart Chapel  
(Laura Brignac 504-269-1206)*

**Couples and Preparers please note: Natural Family Planning Course is HIGHLY RECOMMENDED AND ENCOURAGED by Msgr. Christopher H. Nalty for the Sacrament of Holy Matrimony in our parish.**

The following requirements are part of the overall preparation for those who marry in Good Shepherd Parish. We expect priests, deacons and other pastoral ministers preparing a couple to marry at our church to understand and follow these requirements.

- ✓ Marriage preparation should begin at least six (6) months before the wedding date.
- ✓ The couple meets with the priest/deacon to review and complete the necessary paperwork.
- ✓ **ALL** programs described below must be completed and correct before the wedding.

**FOCCUS:** This instrument assists the couple in evaluating their relationship and communicating openly about many things that are important for married couples. It helps the couple target the topics they need to talk about before their marriage. These discussions occur with the priest/deacon.

**DIOCESAN MATRIMONY PREPARATION:** The Archdiocese of New Orleans offers four programs for Marriage Preparation; participation in any one of the following will meet the requirement. They are the **Evenings for the Engaged**, which is usually done at a parish level and involves a number of personal meetings with a married couple. The priest/deacon supervising your marriage preparation will have more information about the Evenings for the Engaged program. The second is **Catholic Marriage Prep Online** [www.catholicmarriagepreonline.com](http://www.catholicmarriagepreonline.com), which is an excellent web-based interactive marriage preparation program run through the Archdiocese of Denver. The third is **Engaged Encounter** where engaged couples meet during a weekend retreat to learn basic communication skills needed to form and maintain good Christian marriages. Finally, the fourth is the **Day for the Engaged**. To register for the third and fourth programs call the Family Life Apostolate at (504) 861-6243.

**HIGHLY RECOMMENDED AND ENGOURAGED NATURAL FAMILY PLANNING COURSES:** Natural Family Planning has proven itself to be safe, effective, and a moral way for couples to plan their families. It is a method which respects the meaning of human sexuality as God created it and thus marital love is enhanced and strengthened. To register for the classes, contact the Family Life Apostolate at (504) 861-6243. Several online courses are available: Northwest Family Services [www.nwfs.org/](http://www.nwfs.org/), Couple to Couple League <http://ccli.org/>, Marquette University Model <http://nfp.marquette.edu/>, Natural Family Planning International, Inc. (NFPI) <http://www.nfpandmore.org/>, or Creighton Model System (CrMS) <https://www.hopewomansclinic.com/fertility/creighton-model/>.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

# Wedding Documents

## Required by Good Shepherd Catholic Parish and State of Louisiana

Your preparation for the Sacrament of Holy Matrimony is most important and is designed to help you develop a strong base on which to build your life together. We expect the priest, deacon or pastoral minister who is supervising your preparation to understand and follow the requirements of Good Shepherd Parish. To help you insure timely delivery of all necessary documents, we provide below the requirements of the parish, Archdiocese of New Orleans and the State of Louisiana.

### **Documents required by Good Shepherd Parish:**

The priest/deacon supervising your preparation will have detailed information on all items listed below. Please submit all documents below directly to him. He will send your completed file to Good Shepherd Parish no later than two (2) months before the wedding. *If you are being prepared outside of the Archdiocese of New Orleans*, your marriage documents must be processed by the Chancery of your home diocese/archdiocese and then sent to the Archdiocese of New Orleans for processing. Please allow additional time for this processing.

- 1) Pre-Nuptial Inquiry (completed with the person supervising your preparation)
- 2) FOCCUS Pre-Marital Inventory
- 3) Marriage Preparation Seminar
- 4) Highly recommended and encouraged Natural Family Planning Course
- 5) Permission letters from your home parish priest if you are not parishioners of Good Shepherd Parish.
- 6) Baptismal Certificates provided by the Catholic parish in which you were baptized (*to be included in the preparer's completed file*). The bridal couple is responsible for securing these certificates which must be dated **within** six (6) months of the wedding. Please allow time for your request to be processed by the church parish. Do not wait until the last minute to do this! If either the bride or groom is not Catholic, please contact our wedding coordinator regarding special instructions for baptismal documents.
- 7) If your officiant is not currently working in the Archdiocese of New Orleans, he will have to provide a testimonial letter of suitability to the Chancery within 6 months of the wedding.
- 8) Msgr. Nalty will grant delegation **ONLY** after all sacramental records, documents, permissions and certificates are complete, correct and turned in to Good Shepherd Parish in a timely manner.

### **Documents required by the State of Louisiana:**

- 1) The couple must obtain a Marriage License from the State of Louisiana no later than 72 hours before the wedding. Bring the Marriage License to the rehearsal.
- 2) Your officiant must be registered in the State of Louisiana as an authorized minister of marriages. Contact the Chancery of the Archdiocese of New Orleans or any Clerk of Court's office for assistance.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

## “First Step to the Altar” Good Shepherd Parish

The Sacrament of Matrimony is a calling from God. By it, He infuses His grace into the lives of husbands and wives and this “First Step” will help organize your preparation for holy matrimony.

Groom	Bride
Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Email _____	Email _____
Religion _____	Religion _____

**Contact your parish church if you need assistance in asking a priest or deacon to officiate the ceremony.**

Meeting with Priest or Deacon
<p>I, _____ Mobile (_____) _____ Email _____            (Please print name, mobile phone number and Email), A priest /deacon have met with the couple named above. We have discussed: (initial please each item discussed)</p> <p>_____ the uniqueness of the bond of matrimony as a sacrament (to be reiterated at final meeting)</p> <p>_____ their canonical freedom from any prior bond of matrimony</p> <p>_____ the preliminary date of the ceremony and rehearsal</p> <p>_____ which matrimony preparation program is best for the couple (Evenings for the Engaged, Catholic Marriage Prep Online, Engaged Encounter, Day for the Engaged. Good Shepherd Parish requires FOCCUS and highly recommends and encourages Natural Family Planning)</p> <p>_____ which priest/deacon will complete the Prenuptial Inquiry and officiate at the ceremony (see box below); which priest/deacon/lay preparation minister will oversee their matrimony preparation process, administer and analyze the pre-matrimony inventory.</p> <p>The couple named above has agreed to <b>complete</b> their matrimony preparation program <b>two months in advance of the ceremony</b>.</p> <p>Today’s Date: _____ 20 _____</p> <p>Date/Time: Rehearsal: _____ 20 _____ at ____:____ pm Ceremony: _____ 20 _____ at ____:____ am/pm</p> <p>Date by which matrimony preparation program must be completed: _____ 20 _____</p> <p>Signature of above priest/deacon: _____</p>

The Officiating Cleric
<p>Father/Deacon _____ Mobile (_____) _____ Email _____</p> <p>will be officiating the Ceremony at: _____</p> <p>Date/Time: Rehearsal: _____ 20 _____ at ____:____ pm Ceremony: _____ 20 _____ at ____:____ am/pm</p> <p style="text-align: center;"><b>Note to Officiant: This form does not constitute delegation from Msgr. Nalty to officiate at this ceremony. Once this form is received we will send Matrimony Delegation form for Good Shepherd Parish to be returned ASAP Understand Msgr. Christopher H. Nalty will only grant delegation upon submission of <u>all</u> required documents and forms.</b></p>

Upon completion of the above or before, a couple may either reserve a church or confirm their prior reservation of a church in Good Shepherd Parish with a monetary deposit. This form does not absolutely bind the parish or the officiant to the ceremony date listed above if a canonical prohibition or other impediment to matrimony is discovered.

# Wedding Guidelines

**1. Permission:** Good Shepherd Parish welcomes parishioners and non-parishioners to celebrate their weddings in our churches. Non-parishioners are accepted only with permission of their pastors and must arrange for their own priest or deacon for preparation and the wedding rehearsal and ceremony.

**2. Times:** Weddings may be scheduled in all three churches on Fridays at 5:00pm or later. On Saturdays at 11:00am, 2:00pm and 5:00pm or later at Our Lady of Good Counsel and St. Henry Church and 6:30pm earliest at St. Stephen Church. Weddings may also be scheduled on weekdays according to the availability of the church. Please contact Ivy Rohr, for availability at 504-899-1378.

**3. Celebrant:** Non-parishioner couples must arrange for their own priest or deacon for the required preparation program and the wedding ceremony. Please give the wedding coordinator the name of the priest or deacon no later than one (1) month after reserving the church. It is the responsibility of the priest or deacon to request delegation and any other dispensations which may be required. The entire packet of the completed and correct wedding requirements and documents must be submitted to Good Shepherd Parish two (2) months before the wedding. Delegation will be granted after the file is received, reviewed and it is determined that all paperwork, documents, and information is correct and complete.

**4. Music:** The sacred nature of your wedding liturgy requires the selection of appropriate music. Our organists understand the liturgical requirements. Pipe organs are delicate instruments that are easy to be damaged and expensive to repair. For these reasons, Good Shepherd Parish requires that our approved organists play for weddings in our parish. If one of them are not available, the Director of Music will recommend a replacement.

Brian Morgan, Director of Music (504) 227-3793  
Lizbeth Turner (504) 400-3045

Make arrangements with an organist as soon as possible after you reserve your wedding date/time/church. He/she will help you to select music, and if desired, additional instrumentalists. If you would like a Cantor, we suggest:

Sarah Jane McMahon (504) 250-6721  
Bart Folse (504) 613-7728

Melissa Brocato (504) 289-7580  
Kevin Rouchell (504) 339-4898

*(Please note, one of our Cantors, is required if there is a Mass)*

Fees are approximately \$250.00 - \$300.00 per musician(s)/singer(s). Please pay the musician(s)/singer(s) directly. All music during a wedding ceremony in church must be sacred music. Please submit ALL musical selections to the wedding coordinator on the Wedding Music Information sheet attached at least six (6) weeks before the wedding.

**5. Flowers/Decorations:** Please help us to assure the safety of all in attendance and avoid damage to our church by observing the Guidelines for Wedding Florists on page 8.

For planning purposes, please remember the following:

- Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a proper plastic clip or ribbon. We do not allow tape or wire of any kind.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

- Candles must be in an appropriately sized glass globe in candelabra. The flame may never be higher than the top of the glass. NEVER place candles directly on the floor, even when using a glass globe. We do not allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
- Do not remove any seasonal flowers or decorations placed by Good Shepherd Parish. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Statues are covered in purple drape the weekend of 5<sup>th</sup> Sunday of Lent; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. Please discuss this with the wedding coordinator to understand what decorations to expect.
- **We REQUIRE** two (2) fresh flower arrangements on the main altar for St. Stephen and Our Lady of Good Counsel that must remain in the church after the wedding. Otherwise, you will be charged \$300.00 for Altar Arrangements out of your refundable \$500.00 deposit.
- According to the liturgical norms, *flowers are permitted in the sanctuary during Lent and Advent. During Lent, flowers MUST be REMOVED after ceremony.* Flowers during Advent must be subdued.
- The bride/groom **MUST** ask the florist, a family member or friend to arrive at the church 30 minutes before the ceremony to pin corsages and boutonnieres on the wedding party.

**6. Seating of the Bridal Party:** The bride and groom are the most important people at the wedding! To emphasize this, *only the bride and groom, the maid of honor and best man* are seated in the sanctuary during the wedding. Other attendants (please keep to 8 or fewer) will be seated in chairs or first pews depending on the number of attendants and which church you are getting married in. Please consult with coordinator for attendant information in each church. Larger bridal parties will be seated in the 1<sup>st</sup> and 2<sup>nd</sup> pews.

**7. Young Children in the Bridal Party:** Flower girls and ring bearers should be at least 4 years of age on the day of the wedding. *Discuss details with coordinator.* An adult with whom the child is very comfortable must remain in the back of church with the child until he/she processes up *and must be willing to escort the child down the aisle if needed.* Flower girls and ring bearers are to sit with a family member in the 1<sup>st</sup> or 2<sup>nd</sup> pew of the church.

**8. Photography:** The celebration of the Sacrament of Matrimony is a sacred moment in the life of a couple. Good Shepherd Parish allows photographers and videographers during the Mass and Ceremony; however, they must NEVER enter the Sanctuary and should not obstruct the proceedings in any way. The sacred nature of this event should be respected at all times. Your officiating priest/deacon will let you know what is acceptable for him. Please see the Guidelines for Wedding Photographers/Videographers on page 9 for more details.

**9. Unity Candles:** Good Shepherd Parish does not allow unity candles, it is not a part of a Catholic marriage rite

**10. Rehearsal and Punctuality:** As a courtesy to your coordinator, celebrant, guests and parish staff, it is important that we start both the rehearsal and the wedding *on time*. If late additional fees may be incurred and deducted from your \$500.00/\$200.00 refundable deposit.

- **Rehearsal:** We open the church thirty (30) minutes before and allow one (1) hour for the rehearsal. It is most important that everyone (bridal party, ushers, parents, readers, and gift bearers) involved in the ceremony arrive at the church *at least 15 minutes before the reserved rehearsal time*. The only children allowed at the rehearsal are flower girls and ring bearers. If you have printed a program, please bring it to the rehearsal. Bring your Civil Marriage License and all stipends. (Priest, altar server(s), etc...). Rehearsals can only be scheduled on a Friday, five (5) months before the Wedding. This is because a Friday night wedding may be booked within that time period.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

- **Wedding:** On the day of the wedding, the groom, groomsmen, ushers and the person who will pin corsages and boutonnieres must arrive thirty (30) minutes prior to the wedding time. All other members of the bridal party must be at the church fifteen to twenty (15-20) minutes prior to the wedding time.

**11. Courtesy:** Please remind the wedding party to turn off or silence cell phones at all times when in church. Please do not bring food, beverages, gum or candy into the church; nothing may be consumed inside the church. **Alcohol on the church grounds is prohibited at all times.** No smoking is allowed. We appreciate your cooperation.

**12. Maintenance Disclaimer/Acts of God:** There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve scaffolding and other materials which cannot be removed. Please be assured that we will make every effort possible to minimize disruption to your wedding.

If it is deemed necessary to cancel a wedding in our church due to circumstances beyond its control (hurricanes, unexpected major repairs, etc.), Good Shepherd Parish will give as much advance notice as possible. We will reschedule to an available date. Depending on time before the cancelation, we will refund any monies paid to the parish after any/all expenses of church/staff are paid. No other expenses incurred by the wedding party will be reimbursed.

**13. Wedding Coordinators:** They open and close the church for the rehearsal and organize the wedding party in consultation with the celebrant, bride and groom. On the day of the wedding, they open the church one (1) hour before the ceremony, set up the altar for Mass, assist guests and the wedding party as needed and close the church after the ceremony. The week prior your coordinator will make an appointment to answer your questions and will discuss all details with you. If you use an outside coordinator to plan the wedding, please be aware that he/she does not coordinate the church ceremony; they may assist if cleared with your coordinator. Your coordinator will be determined no later than 30 days prior to your ceremony. If you need to arrive earlier than one (1) hour before ceremony, additional fees may be incurred.

**Please address questions pertaining to anything that will happen in the church (or on church grounds) to our wedding coordinator. Our coordinator must be used at all weddings and rehearsals in Good Shepherd Parish. There are no exceptions.**

**14. Church Fees:** The fees for the church are: St. Stephen Church \$2,000.00; St. Henry Church \$1,000.00; Our Lady of Good Counsel \$1,800. The fee includes the wedding coordinators but does not include any musicians. The total is due in full six (6) weeks before the wedding. Please plan to compensate each altar server (please check with your priest, we can coordinate them) \$25.00-\$35.00, depending on number of servers. You should also plan to offer your officiant a stipend, typically \$150.00 - \$200.00. Please bring stipends for altar servers, the celebrant and any other stipends or fees to the rehearsal.

**15. Reservation/Deposit:** In order to confirm reservation of your wedding date and time, Good Shepherd Parish requires:

- A **refundable** deposit of \$500.00 for St. Stephen and Our Lady of Good Counsel. For St. Henry, the **refundable** deposit is \$200.00, this deposit will be refunded within thirty (30) days of wedding;

I have read, understand and agree to all policies on this page. \_\_\_\_\_

- B. a ***non-refundable*** deposit of \$1,000.00 for St. Stephen, \$500.00 for St. Henry or \$900 for Our Lady of Good Counsel;
- C. the signed Wedding Agreement page 8 and initialed agreement pages, no. 2, 3, 5, 6 and 7 of these guidelines;
- D. the name of the person supervising your marriage preparation within thirty (30) days of your reservation. This is page 4, ***First Step to the Altar*** and should be returned ASAP. Please read these guidelines carefully and ask any questions you have before you sign the document.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

# Good Shepherd Parish Wedding Agreement

In order to reserve your wedding date, Good Shepherd Parish requires:

- A **non-refundable** deposit of \$1,000.00 for St. Stephen Church, \$500.00 for St. Henry Church or \$900 for Our Lady of Good Counsel
- A **refundable** deposit of \$500.00 for St. Stephen and Our Lady of Good Counsel and \$200.00 for St. Henry.
- This signed agreement of the guidelines with pages 2,3,5,6 and 7 initialed (Deposit will not be cashed, and date will not be secure without the initialed pages)
- The name(s) of your officiant and the person supervising your marriage preparation (if different) no later than thirty (30) days from the day you sign this document. (page 4)

Your signature below and initials on pages above listed pages of this document confirm that you agree to the guidelines and the attached guidelines for florists, photographers and music. Please read them carefully and ask any questions you have before you initial and sign the document. Signed contracts for florists and photographers/videographers and the music information sheet are due six (6) weeks before the wedding along with the balance of the church.

We \_\_\_\_\_ and \_\_\_\_\_, wish to reserve St. Stephen/St. Henry/OLGC-Our Lady of Good Counsel Church for our wedding on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ AM/PM.

(PRINT DAY/DATE/TIME OF WEDDING)

Further, I agree to inform my florist, photographer and videographer of the guidelines for weddings in Good Shepherd Parish. I also agree to pay any and all additional fees incurred for but not limited to extra time and Altar arrangements from my **refundable** deposit.

## BRIDAL COUPLE

Name (Bride): \_\_\_\_\_ Name (Groom) \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

C/S/Z: \_\_\_\_\_ C/S/Z: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Religion: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_

## PARISH PRIEST/OFFICIANT

Priest/deacon responsible for marriage preparation and all paperwork (if not officiant):

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The officiant will be:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE RETURN TO:  
GOOD SHEPHERD PARISH  
ATTN: IVY ROHR  
1025 NAPOLEON AVENUE  
NEW ORLEANS, LA 70115.

# Good Shepherd Parish

## Guidelines for Wedding Florists

Return this signed agreement no later than six (6) weeks before the wedding.

### Planning Decorations

1. Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a proper plastic clip or ribbon. We do not allow tape or wire of any kind.
2. Candles must be in an appropriately sized glass globe in candelabra. The flame may never be higher than the top of the glass. *NEVER* place candles directly on the floor, even when using a glass globe. *The florist agrees to pay for the cost of professional clean-up of wax spills, should this be necessary.*
3. We allow aisle runners **that are not a trip hazard**. We do **NOT** permit flower girls to sprinkle flower petals or anything else down the aisle.
4. We do **NOT** allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
5. Do not remove any seasonal flowers or decorations. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. The statues are draped in purple from the fifth (5<sup>th</sup>) Sunday of Lent through Easter. Please discuss this with the wedding coordinator to understand what decorations to expect. During Advent, flowers must be subdued and during Lent flowers **MUST** be removed after the ceremony.
6. Since unity candles are not a part of a Catholic marriage rite, Good Shepherd Parish does **NOT** allow unity candles.

### Wedding Day Setup/Cleanup

1. The wedding coordinator will open the church ONE (1) HOUR before wedding time. If you require access earlier in the day, there will be an additional charge for staff time from the **refundable** deposit. *Florist personnel* should light candles if any approximately 20 - 30 minutes prior to the wedding.
2. **Never use the altar as a work table to assemble arrangements.**
3. The florist will label all corsages and boutonnieres individually and will provide a matching, detailed list of recipients to the wedding coordinator. The bride/groom will ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party. The florist will provide two (2) pins for each corsage.
4. We **REQUIRE** two fresh flower arrangements on the main altar for St. Stephen and Our Lay of Good Counsel that must remain in the church after the wedding. Otherwise, couple will be billed \$300.00 from their **refundable** deposit for Altar Arrangements. (except during Lent).
5. All items, including florists' decorations, props and boxes for flowers, must be removed immediately after the ceremony. We will not store anything overnight.

**We agree to follow the decorating/setup/cleanup guidelines as stated above.**

Name of Bride/Groom: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_ 20\_\_\_\_

Bride/Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Name of Florist: \_\_\_\_\_ Telephone: \_\_\_\_\_

Florist (print name): \_\_\_\_\_

Florist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Good Shepherd Parish

## Guidelines for Wedding Photographers/Videographers

**Return this signed agreement no later than six (6 ) weeks before the wedding.**

If it is more convenient, you may send in separate forms for the photographer and videographer.

The celebration of the Sacrament of Matrimony is a sacred moment in the life of a couple. Good Shepherd Parish allows photographers and videographers during the Mass and ceremony, see page 6, #8. **Your officiating priest/deacon will provide the final guidelines regarding what is acceptable to him.**

1. The bridal couple will discuss photography guidelines with the officiating priest/deacon before or during the rehearsal.
2. Photographers/videographers will check-in with the wedding coordinator upon arrival at the church. They will ask the celebrant for and follow his guidelines regarding use of flash, placement of equipment and where they may stand before and during the ceremony.
3. The photographers/videographers must not be conspicuous or obstruct the proceedings in any way. They should respect the sacred nature of the event at all times.
4. For photographs inside the church, the couple must make arrangements with the wedding coordinator at least six (6) weeks in advance. You may take photographs outside of the church with no special arrangements.
5. With advance notification, we allow you to take photographs for a maximum of fifteen (15) minutes after the ceremony. We suggest that you take pictures that do not include the bride BEFORE the wedding.
6. Photographers and videographers must be considerate of each other when positioning themselves for picture taking. Do not obstruct the view of your colleague!

**We agree to follow the photography/videography guidelines as stated above.**

Name of Bride/Groom: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_ 20 \_\_\_\_\_

Bride/Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Name of Photographer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Photographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Name of Videographer: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Please print. Indicate NONE if there is no videographer)

Videographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

# ***Good Shepherd Parish***

## **Wedding Music Information**

**Please return this form at least six (6) weeks before the wedding.**

When planning your wedding music, please remember the following guidelines:

1. ONLY our approved organists may play our pipe organs. If they are not available, the Music Director will find a replacement.
2. Plan to pay organist and all professional musicians and singers directly according to the payment schedule they require.
3. ALL music played in church must be sacred music. Many popular songs, however spiritual they may be, are not sacred and therefore may not be played as part of a Catholic wedding ceremony or Mass. Our organists understand the requirements and can assist you in making your selections.
4. If there is a Mass, one of our cantors, is required.

**Include information on ALL musicians, professional and non-professional, and ALL musical selections.**

### **MUSICIANS**

Organist: \_\_\_\_\_

Lead Musician (if not using an organist): \_\_\_\_\_ Mobile: \_\_\_\_\_

Other Musician(s): \_\_\_\_\_

Cantor/Singer(s): \_\_\_\_\_

### **MUSICAL SELECTIONS**

Prelude: \_\_\_\_\_

Processional: \_\_\_\_\_

Glory to God: Sung by Cantor or Recited: \_\_\_\_\_

Responsorial Psalm: Sung by Cantor or Recited by: \_\_\_\_\_

Gospel Acclamation: \_\_\_\_\_

Offertory: \_\_\_\_\_

Communion: \_\_\_\_\_

Flowers to Blessed Mother (optional)/Post Communion: \_\_\_\_\_

Recessional: \_\_\_\_\_

# ***Good Shepherd Parish***

## **Wedding Preparation: Time Line/Check List**

### **The early preparation:**

1. Sign Wedding Agreement and Initial pages 2, 3, 5, 6 and 7 and return to Parish Office with **refundable and non-refundable** deposit.
2. Meet with your parish priest/deacon regarding preparation for the sacrament of Matrimony. (First Step to the Altar)
3. Give our wedding coordinator the name of your officiant and (if different) the priest/deacon supervising your marriage preparation no later than one (1) month after reserving your wedding date.
4. Select and reserve your date with one of our organists.
5. Select the florist, photographer, videographer and limousine service IF you plan to use such services.
6. Select your wedding party. Please see the guidelines regarding flower girls, ring bearers and seating of attendants.

### **Six (6) months before the Wedding:**

1. Marriage preparation with your parish priest or celebrant begins. Please make sure that the priest supervising your marriage preparation is aware of all of the requirements of the Archdiocese of New Orleans as well as the recommendation of Good Shepherd Parish to attend a Natural Family Planning course. Preparation must begin at least six (6) months before the wedding. Our wedding coordinator must have all required documents no later than two (2) months before the wedding.
2. Obtain copies of your Baptismal Certificates (no more than 6 months prior to the wedding).

### **Three (3) months before the Wedding:**

1. Consult with your priest to ensure timely delivery of all required documents.
2. Call/meet with our wedding coordinator to discuss any questions you may have.
3. Provide the name of your florist, photographer and videographer to the wedding coordinator.

### **Two (2) months before the Wedding:**

1. Priest/deacon preparing you for marriage should submit all of your required wedding documents.

### **Six (6) weeks before the Wedding:**

1. Church fees are due at the rectory office.
2. Make arrangements for photographs in church after the ceremony 15-20 minutes (if desired).
3. Signed Florist Contract and Photographer/Videographer Contract due. Music Information sheet due.

### **One (1) month before the Wedding:**

1. Contact Ivy Rohr in the office to determine if anything is lacking in your file.
2. Return the wedding information form that includes all members of your wedding party, family members in the processional and the readings you have selected. Ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party at church.
3. Make sure that you understand all requirements of the State of Louisiana regarding your marriage license.

### **One (1) week before the Wedding:**

1. Purchase marriage license no later than 72 hours before the wedding.
2. The wedding coordinator will schedule conference call to review all paperwork and guidelines. Please allow thirty (30) minutes for this important review.

### **Rehearsal:**

1. Please insure that everyone arrives FIFTEEN MINUTES before the scheduled rehearsal time.
2. Please do NOT bring any children who are not part of the wedding party.
3. Plan to bring with you:
  - a) marriage license,
  - b) stipends for your officiant, altar boys and any other you may have
  - c) programs (if using)

# Good Shepherd Parish

## WEDDING PARTY INFORMATION

Please return this form no later than one (1) month before the wedding.

The wedding coordinator will conference call you in the week before the wedding to review all paperwork and guidelines. Please allow approximately thirty (30) minutes for this call.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_ Rehearsal Date/Time: \_\_\_\_\_

Officiant: \_\_\_\_\_

Officiant Phone \_\_\_\_\_ Officiant Email: \_\_\_\_\_

### PREPARATION FOR THE NUPTIAL MASS

Will you have a Mass? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you have Altar Servers? Yes \_\_\_\_\_ No \_\_\_\_\_  
We have Altar Servers available if you need us to secure them.

Alter Server(s) if any: \_\_\_\_\_

#### LITURGY OF THE WORD:

First Reading: \_\_\_\_\_ Reader: \_\_\_\_\_

Responsorial Psalm: \_\_\_\_\_ Reader: \_\_\_\_\_

Please write SINGER if the responsorial psalm will be sung.

Second Reading: \_\_\_\_\_ Reader: \_\_\_\_\_

Gospel: \_\_\_\_\_

Prayers of the Faithful: \_\_\_\_\_ Reader: \_\_\_\_\_

#### LITURGY OF THE EUCHARIST:

Number of Guests: \_\_\_\_\_ Approx. number to receive Communion: \_\_\_\_\_

Gift Bearer (wine): \_\_\_\_\_ Gift Bearer (bread): \_\_\_\_\_

Extraordinary Minister(s) of Communion: \_\_\_\_\_

Not required. Only if Priest needs extra.

Flowers for the Blessed Mother? Yes \_\_\_\_\_ No \_\_\_\_\_ Flowers for Mothers of Bride/Groom? Yes \_\_\_\_\_ No \_\_\_\_\_

# BRIDAL PARTY INFORMATION

**Only first names are necessary.**

**PROCESSION: ESCORT:**

Groom's Grandmother/Escort: \_\_\_\_\_

Groom's Grandmother/Escort: \_\_\_\_\_

Bride's Grandmother/Escort: \_\_\_\_\_

Bride's Grandmother/Escort: \_\_\_\_\_

Stepmothers (if applicable)/Escorts: \_\_\_\_\_

Groom's Mother/Father: \_\_\_\_\_

Bride's Mother/Escort: \_\_\_\_\_

Flower Girl/Age: \_\_\_\_\_

Adult escort must be prepared to walk down the aisle with child.

Ring Bearer/Age: \_\_\_\_\_

Adult escort must be prepared to walk down the aisle with child.

**Please list in the order in which they will walk:**

**BRIDESMAIDS**

**GROOMSMEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

MAID/MATRON OF HONOR \_\_\_\_\_ BEST MAN \_\_\_\_\_

BRIDE ESCORTED BY FATHER: \_\_\_\_\_ OTHER \_\_\_\_\_

USHERS: \_\_\_\_\_

\_\_\_\_\_

NOTES: